

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

20 November 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-095**

**POSITION:** Materials Examiner and Identifier (HAZMAT) (D1908000) (WG-6912-06/07) EXCEPTED POSITION

**LOCATION:** USPFO, Supply and Services Division (Warehouse), Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$32,495 to \$37,879 per annum **WG-06**

\$34,519 to \$40,258 per annum **WG-07**

**CLOSING DATE:** 16 December 2013

**AREA OF CONSIDERATION:**

**AREA I:** All qualified permanent and indefinite Maine Army National Guard Enlisted (**E-5 and Below**) Technicians who apply.

**AREA II:** All qualified Maine Army National Guard Enlisted (**E-5 and Below**) personnel who apply.

**AREA III :** Enlisted Soldiers (**E-5 and Below**) eligible for membership in the Maine Army National Guard.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the WG-06 or WG-07 grade. If filled at the WG-06, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General Experience, Specialized Experience, and Selective Placement Factors listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's ability to conduct routine tests to distinguish between closely related or similar metals, ability to follow procedures, ability to sort metal materials by type, and skill in the use of hand tools such as hammers, crowbars, pliers, and cutting torches.

**SPECIALIZED EXPERIENCE:** Must have eighteen (18) months experience for WG-06 and WG-07 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

#### **WG-06**

1. Skill in identifying, sorting, and judging the physical condition of a variety of complex material.
2. Knowledge of procedures for receiving material and placing them in storage.
3. Skill in preparing material for shipment, using tags, labels and appropriate containers.
4. Ability to use arithmetic, add, subtract, multiply, divide, etc.
5. Ability to read and interpret a variety of technical catalogs and manuals.
6. Ability to operate forklifts and vehicles.

#### **WG-07**

1. Knowledge of the techniques used in the examination and classification of hazardous materials/waste.
2. Knowledge of the special handling techniques and procedures required for processing hazardous and toxic materials.
3. Skill in preparing material for shipment, using tags, labels and appropriate containers.
4. Skill in reviewing Standard Operating Procedures.

**SPECIAL REQUIREMENT:** Individual selected for this position must successfully complete the following courses at the earliest possible time:

1. HAZMAT 80-Hour Certifier's Course
2. HAZMAT 8-Hour Transporter Course

Must complete within 6 months of appointment the following online courses:

1. AMMO 67
2. AMMO 45
3. AMMO 64-1
4. AMMO 64-2
5. AMMO 68
6. UXO – Unexploded Ordinance Course

**COMPATIBILITY CRITERIA:** MOS: 25B, 36B, 51C, 88M, 88N, 89A, 89B, 92A, 92F, 92G, 92Y  
CMF: 91

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Study successfully completed in a college, university or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instruction per week) for 6 months of experience. **Applicant must provide a copy of transcripts to receive credit.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from

non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**OTHER REQUIREMENT:** If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

a. INTRODUCTION: These positions are in the United States Property and Fiscal Office (USPFO). The purpose of this position is to identify, examine and classify materiel and equipment and make final determinations on acceptance and disposition of standardized and complex equipment and materiel using shipping documents, contracts, catalogs, drawings, and related documents.

b. DUTIES AND RESPONSIBILITIES:

(1) Identifies, receives, sorts, counts, classifies and handles hazardous materials in the USPFO storage areas. Performs pre-receipt examination of property on site at the generation point and assures that the turn-in and shipping is in order, that the containers meet standards are placarded and marked properly. As appropriate, performs or initiates required testing e.g. radioactive surveys/wipe tests, prepares sample for submission to environmental laboratories for analysis. Schedules the receipt of property and assures that the property is identified to include identification of all contaminants. Rejects property not meeting turn-in requirements and assists the turn-in activity to correct any rejections and determines the nature and degree of the particular hazards involved. Determines if containers are Department of Transportation (DOT) approved, safe to handle, non-leaking, capable of withstanding routine handling, and safe for required periods of storage. Assures that storage compatibility is adhered. Determines the need for special handling/specials storage of certain property (e.g. friable asbestos, batteries, pesticides, etc.) Performs complex searches of shipping and storage records, material specifications, vendor contracts and computer data for material specifications and advises non-trained personnel on specialized procedures.

(2) Insures the safe receipt, storage and movement of hazardous and toxic materials and substances such as ammunition, explosives, chemicals, or radioactive materials in accordance with facility and regulatory requirements. Determines storage requirements, arrangement of materials of materials, and space utilization. Insures compliance with Federal, state, Department of Defense (DoD), Occupational Safety and Health Administration (OSHA), and the Environmental Protection Agency (EPA) rules or regulations.

(3) Responsible to identify, collect, process and consolidate hazardous waste in preparation for disposal. The incumbent is required to identify, safely process, package, and ship or dispose of a wide variety of hazardous chemicals, products and materials. Responsible to insure compliance with environmental rules, regulations and practices relating to hazardous waste material treatment and disposal. Uses computer skills to retrieve data pertaining to storage, and processing of hazardous wastes. Manages the facility hazardous materials spill prevention, containment and clean up program to control accidental spills, overflows, and other emergency hazardous waste and materials situations. The incumbent manages the Material Service Data Sheet (MSDS) library and ensures that all material information is complete, current and assessable to employees.

(4) Receives or rejects materiel, equipment, including non-standard equipment, and complex assemblies for the facility based on their knowledge of products, equipment, and procedures as well as having the ability to determine subtle and inconspicuous defects. May be required to perform pre-receipt examination of property on site at the generation point. Schedules the receipt of property and assures that the property is identified to include identification of all contaminants. Handles damaged and unidentified shipments requiring repair/repacking or return to the supplier in accordance with established procedures. As appropriate, performs or initiates required testing, e.g. radioactive surveys/wipe tests, prepares sample for submission to environmental laboratories for analysis.

(5) Determines acceptance, serviceability and distribution requirements for perishable, classified, precious metals, textiles, clothing, complex electronic/mechanical equipment, assemblies and components. Uses catalog data/drawings, item specifications, or computerized data to verify/determine/classify items for turn-in, storage or distribution. Performs extensive research on equipment specifications using automated systems, technical manuals and supply bulletins to determine any special requirements for complex items passing through the storage and distribution area.

(6) Performs a full range of warehousing activities to include receiving, inspecting for defects, storing, selecting and shipping general or specialized bulk and bin materials and equipment. Develops, or assists in the development of plans for storage and arrangement of stock. Determines warehouse configuration, setup, movement, and space utilization plans in accordance with regulations for a specific commodity or equipment group.

(7) Assists with the development of facility regulations, and operating instructions that relate to hazardous materials management and HAZMAT safety procedures. Conducts HAZMAT training for facility personnel, develops lesson plans, course materials, schedules and conducts training.

(8) Performs duties to provide storage and distribution, cataloging or supply identification systems, property utilization, or any other related supply activities including those associated with automated or manual supply accounting systems. Complies, correlates, and submits various reports pertaining to unit logistics functions; and provides Inventory Management technical guidance and policy direction for the organization.

(9) Serves as the Precious Metals Recovery Program (PRMP) monitor. Performs as primary custodian for any assigned equipment and/or Special Purpose Recoverable Accounts Maintenance (SPRAM).

(10) Develops, establishes and maintains work center training programs.

(11) Performs other duties as assigned.